

## **Reimbursement for Off-Site Meal Consumption**

### **Purpose:**

This instruction sets forth the policy for reimbursement of meals consumed off-site.

### **Scope:**

Sponsors participating in the National School Lunch (NSLP) and/or School Breakfast Programs (SBP).

### **Description:**

Legislation and program regulations clearly intend that meals reimbursed under the NSLP and SBP programs are to be served and consumed as part of the school program, on school or school-related premises.

Meals such as those taken on school-supervised field trips may be reimbursed, if they meet the meal pattern requirements and are served and consumed as part of a school-related function. These functions must be part of the curriculum, as defined by the State Education Agency, and not extracurricular events. Meals served off-site should be subject to especially stringent sanitary and precautionary measures to avoid contamination and spoilage. School meals given to children to take home are not reimbursable.

Exceptional circumstances exist for students who are enrolled in one school but attend another work-study site for the part of the day that includes the meal hour. Those students applying for free or reduced price meals should do so through their home base school since the home base school would be more familiar with individual circumstances. The work-study school should obtain, for its own records, a copy of the free and reduced price meals application for any student to whom it serves a free or reduced price meal. When the work-study site does not participate in the programs, take-out school meals meeting program requirements may be served to such students and claimed for reimbursement by their home base school. The provision of such meals is at the option of the school, since School Food Authorities are only required to make meals available to students who are present during the meal service period.

**SOURCE:** FNS INSTRUCTION 786-8, REV. 1, DATED JUNE 6, 1988, UNITED STATES DEPARTMENT OF AGRICULTURE, FOOD AND NUTRITION SERVICE.